

DEPARTMENT OF COMMERCE REAL PROPERTY SYSTEM

DESCRIPTION, SPECIFICATION AND WORK STATEMENT

C.1 DESCRIPTION

C.1.1 Procurement Overview

The purposes of this procurement are to: (1) accomplish a "proof-of-concept" demonstration of the RPS, and (2) achieve Department-wide implementation of this system--in the event this demonstration is evaluated to be successful. Department-wide implementation of the planned RPS will be pursued in phases, requiring the acquisition of optional and required software, related training, and optional technical/implementation support services.

C.1.1.2 Guiding Vision

1. The real property community envisions a dynamic system that will grow, change, and remain current with available technology, changing philosophy, changing regulations, and reporting requirements.
2. Ultimately the RPS will be a fully Internet based system that may be integrated with other DOC systems using an ORACLE data base.
3. The RPS will provide real-time capture, validation, processing and recording of real property data.
4. The RPS will be user-friendly, provide flexible processing, easy to change, and readily accommodate the addition and deletion of users.
5. The RPS will encompass all phases of the real property management process from acquisition through general administration and reporting.
6. The RPS will interface with the General Services Administration's (GSA) RENT system for validation of charges and space inventory the GSA Worldwide Inventory of Real Property Owned by and Leased to the U.S. Government for annual reporting purposes.

C.1.1.3 Initial Concept of Operation

1. DOC expects the real property management software to be single source code. The DOC Real Property User's Group will coordinate suggested changes to the software, to ensure that any modifications will not adversely impact on the rest of the system.
2. The ultimate objective is "single-entry, source capture of data" (i.e. one-time capture of procurement and payment information).
3. A mechanism of data validation and edits will be used throughout the real property management module to ensure the accuracy of data input. Pre-defined data entry screens will automatically generate transactions to seamlessly balance procurement of real property between the CFS, procurement and real property management modules. The cost savings realized through reduced data reconciliations and error correction is an expected benefit of an integrated system.

4. Up-to-date real property data will be available for on-line query and reporting based on user security level. Real Property data will be maintained as close to the source as possible, and data integrity will be enhanced by the elimination of data entry redundancy and extensive data reconciliation.
5. Real Property data managers will have ready access to all data and information needed to satisfy these requirements.
6. If deployed on more than one platform, the RPS will have the capability of uploading selected files to a central repository for central reporting requirements.

C.1.1.4 Current Environment

DOC is comprised of 14 bureaus (i.e., operating units), the Office of the Secretary, and a number of administrative offices charged with carrying out a wide range of disparate programs and administrative support tasks. These programs encompass such areas as patent and trademark, research and testing, weather forecasting, economic development, international trade, economic forecasts, fishery management, mapping, and many others. DOC has approximately 30,000 employees located worldwide. It is expected that the RPS will be implemented by the Office of the Secretary, three bureaus and four administrative support centers. The ultimate goal is for the RPS to be a fully Internet-Based Application, accessible through any standard internet browser.

C.1.1.5 Hardware/Operating Systems Environment

The DOC performs financial management in a decentralized manner. The major bureaus currently operate financial systems on their own computer platforms, while some smaller bureaus are cross-serviced by other, larger bureaus. The bureaus operate a variety of hardware, principally VAX and IBM/IBM-compatible.

C.1.1.6 Scope.

The Contractor will provide the necessary personnel, materials, and services to meet the requirements of the real property management module as defined in this document.

C.1.1.7 Commercial Off-The-Shelf Software (COTS) Package for the Real Property System (RPS)

"COTS Package." The DOC RPS will be implemented through the acquisition and firm-fixed-price modification of a Commercial Off-The-Shelf Software (COTS) Package.

This COTS package must meet all of DOC's "Mandatory Technical Requirements" and "Mandatory Functional Requirements" (described in Section C.4.1, "Minimum Mandatory Requirements") and "Critical Functional Requirements" (described in Section C.4.2.1) before it is accepted and deployed to operating units within DOC. Further, the COTS package must substantially meet the "Critical Technical Requirements" described in Section C.4.2.2. before it is accepted.

C.1.1.8 Required Modifications

"Required Fixed-Price Modifications and System Acceptance." DOC requires that the selected COTS package fully meet all of the Minimum Mandatory and Critical Functional Requirements before it will be accepted according to Section E, "Inspection and Acceptance." Therefore, contractor's COTS package will include any required modifications--i.e., those necessary to fully comply with all of the Minimum Mandatory and Critical Functional Requirements. Modifications to a contractor's COTS package pursuant to this requirement are called "Required Modifications."

C.1.1.9 Required Support Software

"Required Support Software." This includes any additional software for the operation, maintenance, or management of the COTS package necessary to meet contract requirements, as well as to ensure the efficiency and effectiveness of the package. For example, this may include: Relational Database Management Systems (RDBMS), Report Generators, Fourth Generation Language Screen Generators (4GLs), 4GL runtime licenses necessary for users to run terminal screens and reports on client personal computers (PCs), Query Generators, Query Utilities, System Monitoring Software Utilities, User Management Software Utilities, Communications Software necessary for Client-Server operations, Memory Managers necessary to operate Clients on PCs, Utilities necessary to run queries under Windows, Utilities necessary to facilitate message generation (e.g., error messages, action messages) from the COTS package to system users over networks, Computer Aided Systems Engineering (CASE) Tools used to support software maintenance, and Utilities that support software configuration management.

The Government reserves the option to require the contractor to provide all required support software identified above, as well as required support software identified in the contractor's proposal. Software identified by the contractor as a product not manufactured by the contractor must be commercially available from a third party vendor.

DOC seeks to acquire each necessary software product under a Department-wide blanket license agreement with the respective software vendor. However, until such time as the successful contractor's modified COTS package is evaluated for Department-wide implementation, DOC will be responsible only for purchasing a license sufficient to authorize those uses for which DOC is employing the package.

C.1.1.10 Documentation

"Documentation." Modified COTS Package software must be completely documented. This includes both technical and user manuals that incorporate all changes made to the contractors basis software package.

C.1.1.11 Training Courses and Materials

"Training Courses and Materials." These include formal classroom instruction, computer-based training software, and self-study courses as required in Section C.5, "Training."

C.1.1.12 Additional Documentation

"Additional Documentation." Contractor is required to supply additional copies of documentation to DOC on delivery orders as requested. Additional Documentation includes extra copies of all of the different types of documentation, manuals, and training material required for the COTS Package as specified in Section C.4, "Software Package Requirements" and Section C.5, "Training". Additional Documentation also includes extra copies of documentation, manuals for all support software supplied by the contractor--to the extent that documentation is available from suppliers, if the software vendor is other than the contractor. "Extra copies" means additional copies above the number required to be delivered as part of the fixed-price for products specified elsewhere in Section C.

C.1.1.13 System Maintenance Support

"System Maintenance Support." This is required as described in Section C.6, "System Maintenance Support."

C.1.1.14 Technical Services

"Technical Services." These include all contractor support necessary for the implementation of the RPS. (See Section C.7, "Technical Services" below).

C.1.2 Implementation Strategy

The strategy for implementing the RPS follows a multi-layered approach, beginning with the acquisition, installation and vendor modification of a stand-alone commercial off-the-shelf software package. Once the modified package is accepted and a successful implementation of it is achieved within the pilot bureau(s), the package may be deployed, in phases, to the remaining DOC bureaus/organizations. At a future date, the RPS may be integrated with other systems.

C.2 PROJECT MANAGEMENT REQUIREMENTS

The contractor's project management approach will ensure that: (1) the COTS software package is modified on schedule, per the contractor's approved Software Modification Plan; (2) the modified package is accepted on schedule; and (3) all delivery/task orders are completed successfully and on time.

All task deliverables will be presented to the contracting officers technical representative (COTR) in accordance with the approved plan for that task. The contractor will provide professional, technical and office support staffing sufficient to assure the timely completion of all milestones and all other contractual responsibilities. All products, including memoranda, records, reports, computer programs and inventions developed by the offeror under the contract will become the property of the DOC, including the proprietary rights therein.

Additionally, the contractor will meet the specific project management requirements given in Section H.12, "Optional Delivery/Task Orders."

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C.4 SOFTWARE PACKAGE REQUIREMENTS

As part of the Department-wide CAMS, the DOC requires a real property management module that will maintain a current inventory of all DOC's land, buildings, and structures. This module will eventually be fully integrated with the CFS and the procurement system. This document defines the functional requirements for the real property management module.

C.4.1 Minimum Mandatory Requirements

C.4.1.1 Minimum Mandatory Functional Requirements

The contractor's proposed software package solution will satisfy fully each of the following minimum mandatory functional requirements:

C.4.1.1.1 This section intentionally left blank.

C.4.1.1.2 General Requirements

The contractor's proposed baseline COTS package--i.e., commercially available but without DOC required modifications--will be a fully supported, production version as of the date of contract award.

C.4.1.1.3 Commerce-specific Requirements

C.4.1.1.3.1 The contractor's proposed software package solution will support the entry of data in an interactive mode.

C.4.1.1.3.2 Documentation for the contractor's proposed RPS software will be current, complete and delivered to the DOC in hard copy, and, if available, in on-line electronic form. It will be of a quality sufficient to allow Commerce-wide RPS end users, bureau RPS administrators and operators, and responsible Departmental technical designers/programmers to readily identify, understand, and effectively operate, maintain and enhance all aspects of the system. The documentation should contain the information as categorized below, but does not have to include the detailed items as specific titles; and the contractor will provide a cross-reference of their documentation to the following list. This documentation will include, at a minimum:

- (1) End-User Documentation:
 - Overview of RPS.
 - Getting Started - End-User Operations Overview.
 - Detailed User Guides, (platform-specific).
 - Aids, such as Quick Reference Cards, by module (platform-specific).
 - Detailed Ad-Hoc Query Guide for End Users.
- (2) RPS Administrator(s) Documentation (platform-specific):
 - Implementation Guidelines.
 - Concept of Operations Overview.
 - Detailed Administrator's Reference, by module.

- (3) System Technical Operations Documentation (platform-specific):
 - System Operations Overview.
 - Detailed Installation Manuals: RPS package.
 - Detailed Installation Manuals: all other RPS software.
 - Detailed Installation Manuals: all ancillary software.
 - Detailed Technical Operations Manuals.
 - Detailed Technical Implementation Guidelines.
 - Restart/Recovery Procedures.
 - Standard Operating Procedures (SOP).
- (4) System Maintenance/Enhancement Documentation for Analysts/Programmers (platform-specific) by module/product:
 - System Overview with detailed System Flow Chart(s).
 - Detailed System Design Document(s).
 - Programming Standards and Naming Conventions.
 - Data Dictionary/Encyclopedia.

Note: The following are required only if used in the development of the software:

 - Entity Relationship Diagrams (ERD)
 - CASE Models/CASE Encyclopedia

C.4.1.2 Minimum Mandatory Technical Requirements

The contractor's proposed software package solution will satisfy fully each of the following minimum mandatory technical requirements:

- C.4.1.2.1 Be operable on DEC hardware/operating system software, with both data and processing fully distributable across DEC processors (on systems with multiple processors) and across DEC system clusters. The version of the DEC operating system (and any other DEC support software) will be the most current version as of the date of the release of the solicitation.
- C.4.1.2.2 Be operable on IBM-compatible hardware/operating system software, with processing fully distributable across processors (on such systems with multiple processors). The version of the operating system (and other support software) will be the most current version as of the date of the release of the solicitation.
- C.4.1.2.3 The exact same version of the contractor's proposed software package will run on all sizes of computer platforms.
- C.4.1.2.4 The client/server version, the decentralized version, and the host-based version of the package will use the same source code--so that changes coordinated centrally at the DOC-Implementation Center will apply, without modification, to all versions of the application software in use throughout DOC.
- C.4.1.2.5 Allow DOC to leverage its existing technology architecture while migrating to its planned architecture, by including each of the following technical capabilities as an integral part of the system design:
 - C.4.1.2.5.1 Be operable on each system conforming to the IEEE 1003.x "POSIX" family of standards not more than 18 months after operating systems

meeting those standards are released for hardware platforms used by DOC to operate the contractor's proposed software package.

- C.4.1.2.5.2 Support direct queries based on the use of the FIPS-127-1, "Structured Query Language" by providing appropriate certification of compliance to the standard. Provide a definitive plan for achieving compliance to FIPS-127-2 with proposed CFS software solution.
- C.4.1.2.5.3 Be implemented within a relational data base management system (RDBMS).
- C.4.1.2.5.4 Be implemented using a "normalized" data structure: i.e., one that is in third-normal form (3NF), optimized for both performance and platform.
- C.4.1.2.6 Allow the DOC or third-party contractor personnel to maintain, modify, enhance or upgrade the contractor's proposed software system to meet additional, new or changing DOC requirements--without requiring any assistance whatever from the contractor.
- C.4.1.2.7 Provide the DOC all application source code; program, system and design documentation; CASE tool/data dictionary information; and any and all other documentation and information needed by the DOC to maintain the contractor's proposed software without any assistance whatever from the contractor.

C.4.2 Critical Requirements

The functional and technical requirements listed below are considered by DOC to be critical to its RPS operations.

C.4.2.1 Critical Functional Requirements

The DOC's real property management function encompasses the total structure of methods and procedures used to record, classify and report information on the real property holdings of each DOC bureau. Each of the requirements listed below is critical to the successful performance of this function, and therefore each must be fully supported by the Department's planned RPS. The contractor's proposed software package solution will either satisfy fully each of the critical functional requirements defined below, or else will be modified by the contractor--as part of the DOC's purchase price--to fully satisfy each.

NOTE: The numbering system used within Section C.4.2.1, Critical Functional Requirements, does not define hierarchical relationships between requirements. Each requirement is individually defined and will be evaluated separately.

C.4.2.1.2. Real Property Management Network

The DOC utilizes a distributed delegation of authority for providing real property operational services. This authority has been granted to DOC's Director, Office of Real Estate Policy and Major Programs; the Director, Bureau of the Census; the Commissioner, Patent and Trademark Office; the National Oceanic and Atmospheric Administration Chief Financial Officer/Chief Administrative Officer and each Administrative Support Center

Director, for DOC bureaus within their respective service areas. As a result, the same pattern is to be followed concerning data entry into the RPS.

C.4.2.1.2.1. Management Offices.

The RPS will provide the capability to record the appropriate management office responsible for each real property record entered into the system. While each installation record can have only one valid management office, it is possible that the occupants (bureaus) located at any particular installation may have a management office that differs from the office listed at the installation level. Valid real property management offices are:

1. Office of Real Estate Policy and Major Programs (R)
2. Bureau of the Census (S)
3. Patent and Trademark Office (P)
4. NOAA Facility Management Division (N)
5. Eastern Administrative Support Center (E)
6. Central Administrative Support Center (C)
7. Mountain Administrative Support Center (M)
8. Western Administrative Support Center (W)

C.4.2.1.2.2. Mass Changes.

The RPS will provide the capability to perform mass changes within or between bureau system of assignment of property items. Types of mass changes would include reassigning the management office responsible for a particular installation or occupant within an installation.

C.4.2.1.3. Data Validation

The RPS will have validation tables to establish valid codes that may be used for various data elements. Valid codes are included in Appendix A, Data Dictionary.

C.4.2.1.3.1. Standard Description Codes.

1. The RPS will require the assignment of standard description codes for each installation and property record, and include the following:
 - Agency Bureau Codes; Four-digit numeric codes established and required by GSA.
 - Estate codes; Two-digit codes established internally at DOC.
 - Property Type Codes; Two-digit codes established and required by GSA.
 - Acquisition Codes
 - Usage Codes

Appendix A contains lists of all valid standard description codes.

2. Standard Description Codes will be available to browse and select from a pop-up window or other mechanism to allow for on-screen access to the table.

3. The RPS will be capable of ‘crosswalking” DOC standard Description Codes to GSA codes.

C.4.2.1.3.2. Transaction Edits:

The RPS will include transaction edits that will:

1. Insure all mandatory data elements are entered into all real property records. See Appendix A, Data Dictionary for additional information on mandatory data elements.
2. Automatically verify for each real property transaction the validity of all Standard Description Codes. Appendix A contains lists of all valid codes.
3. As an aid to data entry, automatically assign default values to the following data elements, but allow the defaults to be overridden by the user:

Lease Type Indicator (O = Operating)
Lease to Purchase Indicator (N = No)
Out lease Indicator (N = No)
GSA 1166 Indicator (N = No)
Utilization Data (1166)
 Baseline (N=No), Deferral (N=No)
 GSA Assistance Needed (N=No)
Seismic Safety Standards Met (UK = Unknown)
Fixed Escalator Indicator (N=No)
NPR Lease Indicator (N=No)
Historic Building Code (Seismic) (H2= Non-historic)
Heritage Asset Indicator (N=No)
Federal mission indicator (N=No)

4. Automatically system-generate values in history records for the following data elements:

Date Property Record Established in RPS
Management Control Point

5. Prevent unauthorized users from entering data. See Section 4.2.2.3 of this document on Security.

C.4.2.1.3.3. On-Screen Messages:

The RPS will produce appropriate error messages, informational messages and tutorial information.

1. Error Messages:

The RPS will generate error messages to notify the system user of the following conditions:

- a. Required data elements have not been entered.

- b. Data element content requirements (validity checks) are not met.
- c. User doesn't have proper security authorization to proceed with inquiry, transaction, or report production.
- d. Improper or unrecognizable key has been pressed.

2. On-line Assistance:

The RPS will include user-activated assistance which will include, at a minimum, the following capabilities.

- a. The RPS will provide an extensive on-line, context-sensitive HELP facility which provides valid data values, error codes, data element definitions, and the addition of examples, policy and general guidance.
- b. The RPS will provide a comprehensive, on-line active data dictionary, which an end user may query without exiting the current application screen. This data dictionary must contain, at a minimum, a glossary of data elements, their definitions and relationship to screens, data fields, system prompts, and edits.

C.4.2.1.4. Recording Real Property

The RPS will provide the capability to record the data elements for each accountable real property holding as indicated in the Data Element Dictionary in Appendix A.

C.4.2.1.4.1. Categories of Real Property.

The RPS will provide the capability to track and differentiate between the following categories of real property:

- 1. Capitalized real property: All real property with an initial acquisition cost that meets a user-defined capitalization criteria, capitalization threshold and an estimated service life of two years or greater is capitalized real property. Capitalized real property carried in the RPS will agree with capitalized real property in the general ledger. The RPS will provide the capability for the capitalization threshold to be easily modified. The current capitalization threshold is \$25,000.
- 2. Non-capitalized accountable real property: All real property with a service life of less than two years or real property not meeting the capitalization criteria or minimum capitalization threshold.
- 3. Leased real property: All real property leased directly by the DOC regardless of cost. The RPS will provide the capability to identify and categorized leases as either capital or operating.

C.4.2.1.4.2. Methods of Acquisition.

Real Property is acquired by the Government through various methods. The RPS will be capable of identifying the method of acquisition for each real property holding as indicated below.

1. The RPS will generate the appropriate general ledger entries to record property acquired through donations; gratuitous agreement; transfer; easement; condemnation; reserved; withdrawal from public domain; license to DOC; or interagency support agreement.
2. Purchased property: The RPS will provide the capability to record the data elements necessary to properly record real property holdings and related improvements (See Appendix A for data elements).
3. Leased-non-capitalized: The RPS will provide the capability to complete the data elements necessary to properly record real property holdings leased by DOC that are non-capitalized (operating leases) when the lease document and payment data are processed through the CFS.
4. Leased-capitalized: The RPS will provide the capability to complete the data elements necessary to properly record real property holdings leased by DOC and their related improvements that are capitalized when the lease, procurement document, and payment data are processed through the CFS.
 - 4.a. Real property acquired through lease agreements will be capitalized if the lease meets the defined criteria for a "capital lease." (See Appendix B for checklist.) Such property will be depreciated from the beginning of the lease term when the property was initially acquired, (See Appendix A, Data Dictionary for the definition of Lease Effective Date.)
 - 4.b. Any improvements made to real property acquired by lease agreement will be capitalized only if they meet the definition of a "capital improvement" (See Appendix C for details.) Such improvements will be capitalized beginning on the date when the improvement is completed only if the improvement's value is equal to or exceeds the amount set for capitalization and life expectancy of a capital improvement.
5. GSA Assignments: The RPS will provide the capability to complete the data elements necessary to properly record real property holdings acquired through GSA assignment.

C.4.2.1.4.3. Adding Real Property Records

The DOC Real Property record consists of installations, under which there can be multiple properties. Under each property, there can be multiple occupants and under each occupant, multiple space classifications. The RPS will be capable of associating multiple space classifications with a single related occupant, multiple occupants with a single related property, and multiple properties with a single related installation. The requirements outlined below indicate how the data elements are associated with each of these.

The RPS will contain the necessary data elements to:

1. Establish a Real Property Installation Record.

Data Elements:

INSTALLATION NUMBER
BUREAU CODE
INSTALLATION NAME
STREET ADDRESS
CITY
STATE
ZIP CODE
CONGRESSIONAL DISTRICT
COUNTY NAME
STATE CODE
CITY CODE
COUNTY CODE
DATE ENTERED
DATE OF LAST CHANGE
NEXRAD INDICATOR
OFFICE RESPONSIBLE (INST)
GSA1166 REQUIRED INDICATOR (INST)

2. Establish a GSA 1166 record for selected installations.

Data Elements:

INSTALLATION NUMBER
ESTIMATED CURRENT VALUE
HIGHEST AND BEST USE
HISTORIC INDICATOR (1166)
EXCESS INDICATOR
YEAR OF LAST SURVEY
YEAR OF NEXT SURVEY
UTILIZATION DATA (1166)
BASELINE Y/N
DEFERRAL Y/N
ANTICIPATED EXCESS DATE
GSA ASSISTANCE NEEDED Y/N

3. Establish a property level record.

Data Elements:

INSTALLATION NUMBER
PROPERTY NUMBER
PROPERTY NAME
PROPERTY CODE
OFFICE RESPONSIBLE (PROP)
ESTATE CODE
ACQUISITION CODE
USAGE CODE
GSA1166 REQUIRED INDICATOR (PROP)
OUT LEASE INDICATOR
OUT LICENSE INDICATOR

SERVICES PROVIDED CODE
SERVICES PROVIDER CODE
DATE OF LAST CHANGE

4. Establish property type records.

4.a. For Land

Data Elements:

INSTALLATION NUMBER
PROPERTY NUMBER
URBAN ACRES
RURAL ACRES
STEWARDSHIP LAND INDICATOR
DATE OF LAST CHANGE

4.b. For Buildings

Data Elements:

INSTALLATION NUMBER
PROPERTY NUMBER
GROSS SQUARE FEET
NET USABLE SQUARE FEET
DATE OF LAST CHANGE

.5. Establish seismic safety records for owned buildings.

5.a. For All Buildings

Data elements:

SEISMIC SAFETY NUMBER
SEISMIC SAFETY INDICATOR
SEISMIC SAFETY STATUS CODE
SEISMIC LEVEL INDICATOR
AREA (SQUARE METERS)
REASON FOR EXEMPTION
DATE OF LAST CHANGE
COMMENTS

5.b. For Non-Exempt Buildings

Data Elements:

OCCUPANCY CLASS CODE
ESSENTIAL DESIGNATION IDENTIFIER
HISTORIC BUILDING CODE (SEISMIC)
DATE CONSTRUCTED
BUILDING MODEL TYPE
NUMBER OF STORIES
DATE OF LAST CHANGE

5.c. For Non-Exempt Evaluated Buildings

Data Elements:

EXCEPTIONAL RISK INDICATOR
EVALUATION PROCEDURE USED
SOIL TYPE
FOUNDATION TYPE
OUTCOME OF EVALUATION
WHY DEFICIENT (FOUR FIELDS)
 STRUCTURAL
 NON-STRUCTURAL
 GEOLOGICAL
 ADJACENCY PROBLEMS
ESTIMATED COST OF REHABILITATION (FOUR FIELDS)
FINISHING COSTS
NON-STRUCTURAL COSTS
STRUCTURAL COSTS
PROJECT COSTS
 SOURCE OF COST ESTIMATE
DATE OF LAST CHANGE

6. Establish GSA 1166 data for selected properties.

Data Elements:

INSTALLATION NUMBER
PROPERTY NUMBER
GSA1166 INSTALLATION NUMBER
GSA1166 ACQUISITION CODE (LAND ONLY)
DATE ACQUIRED FROM
DATE ACQUIRED TO
ACQUISITION COST
ESTIMATED COST INDICATOR
NEGLIGIBLE COST INDICATOR
DATE OF LAST CHANGE

7. Establish occupant level records.

7.a. For DOC Leased Properties

Data Elements:

LEASE CONTRACT NUMBER
LESSORS NAME AND ADDRESS
TAXPAYER IDENTIFICATION NUMBER
PAYEE NAME AND ADDRESS
SMALL BUSINESS INDICATOR
SEISMIC SAFETY STANDARDS MET Y/N/UK
ACCOUNTING CLASSIFICATION CODE STRUCTURE
LEASE EFFECTIVE DATE (BASE LEASE)
LEASE EXPIRATION DATE (FINAL OPTION)
CURRENT LEASE EXPIRATION DATE
TERMINATION NOTIFICATION DAYS
LEASE RENEWAL NOTIFICATION DATE

LEASE RENEWAL NOTIFICATION DAYS
RENEWAL OPTION YEARS
RENT ANNUAL COST
RENT PAYMENT FREQUENCY
RENT PAYMENT AMOUNT
LEASE TYPE INDICATOR O/C

Note: Defaults to O(Operating). If C(Capital) selected, system branches to capital lease spread sheet or contractor developed capital lease procedure.

FPMR 239 INDICATOR (NPR)
FULL SERVICE INDICATOR
TOTAL SQUARE FOOTAGE
ESCALATIONS - CPI
CPI EFFECTIVE DATE
TAX ESCALATION INDICATOR Y/N

Note: Defaults to N=No

FIXED ESCALATIONS INDICATOR Y/N

Note: Defaults to N=No. If Y=Yes selected, system branches to fixed escalations spread sheet or contractor developed fixed escalation procedure.

INSTALLATION NUMBER
PROPERTY NUMBER
BUREAU CODE
BUREAU NAME
LINE OFFICE
OFFICE RESPONSIBLE (OCCP)
OPERATING UNIT CODE
OPERATING UNIT NAME
TOTAL FULL TIME AGENCY PERSONNEL
TOTAL NON-AGENCY PERSONNEL
PART-TIME AGENCY PERSONNEL
TOTAL PERSONNEL
DATE OF LAST CHANGE

7.b. For Selected DOC Leases (NPR)

Data Elements:

NPR LEASE INDICATOR Y/N

Note: Defaults to N=No. If Y=Yes selected, system branches to NPR lease spread sheet or contractor developed NPR lease procedure.

DATE OF LAST CHANGE

7.c. For GSA Assigned Properties

Data Elements:

INSTALLATION NUMBER
PROPERTY NUMBER
BUREAU CODE
LINE OFFICE
ACCOUNTING CLASSIFICATION CODE STRUCTURE

OFFICE RESPONSIBLE (OCCP)
OPERATING UNIT CODE
TOTAL AGENCY PERSONNEL
TOTAL NON-AGENCY PERSONNEL
PART-TIME PERSONNEL
TOTAL PERSONNEL
DATE OF LAST CHANGE

7.d. For GSA (ACO) Delegated Leased Properties

Data Elements:

LEASE CONTRACT NUMBER
LESSOR NAME AND ADDRESS
PAYEE NAME AND ADDRESS
ACCOUNTING CLASSIFICATION CODE STRUCTURE
LEASE EFFECTIVE DATE (BASE LEASE)
CURRENT LEASE EXPIRATION DATE
LEASE EXPIRATION DATE (FINAL OPTION)
RENEWAL OPTION YEARS
RENT ANNUAL COST
RENT PAYMENT FREQUENCY
LEASE TYPE INDICATOR
FULL SERVICE INDICATOR
TOTAL SQUARE FOOTAGE
ESCALATIONS - CPI
CPI EFFECTIVE DATE
ESCALATIONS - TAX
TAX EFFECTIVE DATE
FIXED ESCALATIONS INDICATOR Y/N

**Note: Defaults to N=No. If Y=Yes selected, system branch to
fixed escalations spread sheet or contractor developed fixed
escalation procedure.**

DATE OF LAST CHANGE

7.e. For DOC Owned Properties

Data Elements:

INSTALLATION NUMBER
PROPERTY NUMBER
HERITAGE ASSET INDICATOR Y/N
FEDERAL MISSION INDICATOR Y/N
BUREAU CODE
LINE OFFICE
ACCOUNTING CLASSIFICATION CODE STRUCTURE
OFFICE RESPONSIBLE (OCCP)
OPERATING UNIT CODE
TOTAL AGENCY PERSONNEL
TOTAL NON-AGENCY PERSONNEL
PART-TIME PERSONNEL
DATE OF LAST CHANGE

8. Establish Classification of Space records.

8.a. For DOC Acquired Space

Data Elements:

INSTALLATION NUMBER
PROPERTY NUMBER
BUREAU CODE
LINE OFFICE
ACCOUNTING CLASSIFICATION CODE STRUCTURE
CLASS OF SPACE
ASSIGNED SQUARE FEET
JOINT USE SQUARE FEET
DATE OF LAST CHANGE
NUMBER OF PARKING SPACES
ANNUAL MARKET RENT
GSA MONTHLY RENT
ANNUAL GSA RENT

8.b. For Depreciation

Data Elements:

INSTALLATION NUMBER
PROPERTY NUMBER
BUREAU CODE
LINE OFFICE
ACCOUNTING CLASSIFICATION CODE STRUCTURE
DEPRECIATION RECORD TYPE
ORGANIZATION CODE
TASK CODE
DESCRIPTION
LEASE TO PURCHASE INDICATOR
ACQUISITION DATE
ESTIMATED USEFUL LIFE
DEPRECIABLE BASIS
MONTHLY DEPRECIATION
ACCRUED DEPRECIATION
NET BOOK VALUE
UNSUPPORTED VALUE INDICATOR
DATE OF LAST CHANGE

8.c. For GSA Assignments

Data Elements:

INSTALLATION NUMBER
PROPERTY NUMBER
BUREAU CODE
LINE OFFICE
ACCOUNTING CLASSIFICATION CODE STRUCTURE
GSA ASSIGNMENT NUMBER
DATE ASSIGNED

DATE RELEASED
OCCUPANCY INDICATOR
CLASS OF SPACE
ASSIGNED SQUARE FEET
JOINT USE SQUARE FEET
NUMBER OF PARKING SPACES
ANNUAL MARKET RENT
GSA MONTHLY RENT
MARKET RATE
MONTHLY GSA RENT
ANNUAL GSA RENT
DATE OF LAST CHANGE

C.4.2.1.5 Facilities Management

Contractor's software will include a facilities management module. At a minimum, this module will have the capability of:

- Tracking preventative maintenance on systems and equipment
- Tracking space assignments
- Tracking maintenance costs
- Tracking custodial requirements
- Tracking utility costs and energy usage
- S Tracking Deferred Maintenance

C.4.2.1.6. Maintaining Real Property Records

C.4.2.1.6.1. Modifications to Real Property Information

The RPS will provide the capability for users to modify real property information. Modifications may be recorded in the following categories:

1. Modify Property Record--to allow changes to the property record to maintain accuracy, such as the Estate Code, Office Responsible--Occupant Level, Occupant, Line Office, etc.
2. Change Lease Data--to make modifications to existing lease data.
3. Recording Capital Improvements--to allow the capability to associate multiple improvements to a particular property record.

C.4.2.1.6.2. Transfers of Real Property

The RPS will provide the capability to reassign the office responsible between Real Property Offices.

C.4.2.1.6.3. Audit Trail and History Records

1. The RPS will preserve a history of all transactions that have occurred to each real property record, including acquisition, improvements, changes to lease terms, etc.

2. As each transaction is completed, the RPS will record the type of transaction (add, change, delete), the user performing the transaction, the date of the transaction, and the time of the transaction.
3. The RPS will maintain all history records of all real property transactions and related financial transactions in the same format as the original record.
4. The RPS will have the capability to store a snapshot of all current database records on a fixed annual schedule. The snapshot will be taken at the end of each Fiscal Year on September 30. The snapshot records will be retained for three years in accordance with accepted Departmental policy and be maintained and available online for review and analysis.

C.4.2.1.7. Reporting

The RPS will provide the capability to produce reports based on the real property data in the system as described below. The RPS will provide on-line inquiry of all real property and related accounting data.

C.4.2.1.7.1. Pre-defined Reports:

1. The RPS will contain a menu of pre-defined reports that can be produced on-demand. See appendix D for current requirements.
2. The RPS will provide the capability to easily modify pre-defined reports without the intervention of a programmer.
3. The RPS will provide the capability to easily add additional pre-defined reports to the menu.
4. The RPS will provide the capability for capturing, classifying, summarizing and reporting current year and cumulative data on capital acquisitions, improvements, leases, depreciation and operating expenses up to the Bureau and Departmental levels.
5. The RPS will allow reports to be sorted by various and multiple data elements.
6. The RPS will provide the capability to produce information on various media including:
 - 6.a Report files available for computer-to-computer transfer of reports electronically (formatted as reports with titles, headings, and totals or in ASCII flat file format as straight data).
 - 6.b Computer generated standard forms and/or predefined hard copy formats.
 - 6.c On-screen display for visual inspection.
7. The RPS will automatically produce specific reports on pre-defined schedules on a recurring or periodic basis for internal and external use. (Appendix D, which

contains a summary chart and samples of internal and external reports, describes the minimum requirements for specific reports that will be automatically generated from the RPS. The chart identifies report title, form, recipient, detail, frequency, medium, guidelines, and whether reports are to be programmed for electronic routing.)

- 7.a. The RPS will provide the capability to define and modify the schedule for automatically producing pre-defined reports.
 - 7.b. The RPS will produce pre-defined reports that can be automatically sent to the designated recipient by electronic means.
 - 7.c. The RPS will produce hard copies of scheduled pre-defined reports.
8. The RPS will support user-specified routing to a specific output device.

C.4.2.1.7.2. Ad Hoc Reports:

- 1. The RPS will provide an ad hoc reporting capability for both current and historical data for users without the intervention of a programmer.
- 2. The RPS will provide the capability to produce summarization data sorted in hierarchical levels up to the Bureau and Departmental levels.
- 3. The RPS will provide the capability to produce ad hoc reports on various media as identified in Sections 7.A.6.a. through 7.A.6.c. above.

C.4.2.1.8. General

- C.4.2.1.8.1 This section is intentionally left blank.
- C.4.2.1.8.2 Provide the option for end users to bypass menus to access desired screens.
- C.4.2.1.8.3 Populate the current screen with related information previously captured to minimize data entry.
- C.4.2.1.8.4 Provide end users with an on-line ability to record additional text associated with any document, such as notes from correspondence, phone conversations, etc.
- C.4.2.1.8.5 Provide on-line edits and controls to detect incorrect, incomplete, and duplicate data, as it is being entered into the system at the data element level.
- C.4.2.1.8.6 Provide table-driven edits that can be modified and maintained by users.
- C.4.2.1.8.7 Edit interfaced data with the same type of edits which are applied to data entered on-line into the system, and maintain a record of interfaced data that was changed or adjusted.

- C.4.2.1.8.8 The system will continue to operate and provide information/data in the same way at the year 2000. (Please explain in detail how your system will accommodate processing, sorting, and reporting of data).
- C.4.2.1.8.9 Permit the user to exclude/include ranges of data values for rate applications, reporting purposes, and edits.
- C.4.2.1.8.10 Support a user-defined archival/purge process for closed documents, based on fiscal year and dates, while maintaining database integrity.
- C.4.2.1.8.11 Permit an end-user to download data into other software without the need for any computer programming.
- C.4.2.1.8.12 User documentation will be current, available in hard copy and will contain:
- (1) Table of contents and a detailed index.
 - (2) System overviews describing each application, highlighting any dependencies or integration with other applications.
 - (3) Description of inputs that include:
 - Screen display layouts.
 - Text, explanation of error messages & follow-up action to be taken.
 - Explanation of input controls establishment.
 - Explanation of using input edit listings.
 - (4) Description of outputs that include:
 - Types of reports.
 - Reports to processing cycle relationships.
 - Report control totals reconciliation methods.
 - (5) Data control and error correction procedures that are used to control, correct, and balance data with respect to input data, key transcription, computer editing and validation, and computer processing.
 - (6) User guides describing how to design and generate user-defined reports and inquiries.
 - (7) Descriptions of menu options and menu maps.
 - (8) All other information needed by the DOC to understand and effectively operate the contractor's proposed software system.
- C.4.2.1.8.13 Provide an extensible on-line, context-sensitive HELP facility which provides valid data values, error codes, data element definitions, and the addition of examples, policy, and general guidance.
- C.4.2.1.8.14 Provide a comprehensive, on-line, active data dictionary, which an end-user may query without exiting the current application screen. This data dictionary must contain, at a minimum: a glossary of data elements,

their definitions and relationships to screens, data fields, system prompts, and edits.

- C.4.2.1.8.15 Provide the option to load all, or a portion of, user and system documentation on-line.
- C.4.2.1.8.16 Provide the ability for end users to execute any module, query, or report, for which they have the proper security permissions, in an on-line, interactive mode, from their desk top, with results returned either to their desk top system or their local printer; and also provide the capability for users to save these results on their desktop systems.
- C.4.2.1.8.17 Utilize previously established default values, based on user-id, so that a user's on-line activities appear as if they are accessing the system from their own work station, regardless of the physical device utilized.
- C.4.2.1.8.18 Execute any query or report against either current data or prior period data including, but not limited to, previous day, previous week, previous month, previous quarter, and previous year; and accomplish these queries in an interactive manner.

C.4.2.2 Critical Technical Requirements

A contractor's proposed software package could meet most of the above "critical functional requirements" and yet still not represent a satisfactory solution for the Department's planned RPS. This is because, in the future, the RPS is intended to be an integrated with the CFS. In view of this objective, the contractor's proposed system solution will have, apart from the specific required functional capabilities, a variety of other capabilities and characteristics which address basic system operations, program management support, Commerce user-community expectations, security and control, external regulations and policies, and data handling characteristics. These other capabilities are reflected in the "critical technical requirements" identified below.

C.4.2.2.1 Ability to Cost-effectively Maintain, Modify, and Enhance the System

- C.4.2.2.1.1 Provide a system which, over its expected life (of at least ten years), allows the DOC to cost-effectively: (1) maintain it for ongoing, Department-wide use; (2) interface it to various other systems; and (3) enhance it to add significant new functionality. The contractor will: (1) provide at least 3 detailed references that substantiate that the proposed version of its software can be maintained (provide reference to type of maintenance and support for the previous three years); (2) that the software has been interfaced to other systems (provide a detailed breakdown for these three references of the systems that have been interfaced); and (3) that the system is extensible--that it has the ability to add new functionality (provide 2 detailed references--including how and what was done to add additional functionality).
- C.4.2.2.1.2 Furnish the DOC with an ASCII tape cartridge or CD ROM version of all of the application source code, including a detailed listing of

all files on the tape, comprising the proposed software solution, in a form adequate for DOC personnel to readily access and modify.

- C.4.2.2.1.3 Provide the DOC limited access to the current version of any CASE tool (and its associated models), for the sole purpose of the DOC performing impact analyses of its proposed software changes.
- C.4.2.2.1.4 Code all modules of both the proposed on-line and batch subsystems in a 4GL.
- C.4.2.2.1.5 Code any proposed subsystem not done in a 4GL in an ANSI Standard 3GL, with no extensions.
- C.4.2.2.1.6 Provide a system which employs contemporary technology extensively, including, but not limited to:
 - (1) Applications implemented within a RDBMS and making effective use of its features and capabilities.
 - (2) Graphical User Interfaces implemented for all end-user devices capable of supporting such interfaces.
 - (3) Standards implemented sufficient to offer the DOC a clear migration path to an Open Systems Environment (OSE) for its Financial Management function.
- C.4.2.2.1.7 Provide sufficient data recovery features to assure the recovery of all data in the event of any hardware or software failure; these features may include the use of a combination of roll-back/roll-forward, checkpoint/restart, journalizing, and other techniques to assure the availability of accurate, consistent data in the database.
- C.4.2.2.1.8 Operate a "Hot Line", available on each DOC workday from 8:00 AM EST until 7:00 PM EST, staffed by personnel specifically familiar with the DOC implementation of the contractor's proposed system, including all changes that the contractor has made to the proposed system at the request of DOC.

C.4.2.2.2 Data Management

- C.4.2.2.2.1 The proposed on-line transmission processing and on-line query systems will use a single integrated database.
- C.4.2.2.2.2 A single integrated database will support all proposed system modules and functions, and it will be implemented as part of the proposed on-line system.
- C.4.2.2.2.3 Multiple users of the proposed system will be able to read and write each table, or file, with changes to the table, or file, being made only after a user's transaction successfully completes; and other users

will be allowed to concurrently read/update other table/file entries during the update.

- C.4.2.2.2.4 The proposed system will be implemented with an active data dictionary which supports all operations of the system and which is also available to DOC-Implementation Center staff to support changes to the system.
- C.4.2.2.2.5 The DOC will have the ability to readily add data elements to the database and data dictionary used with the contractor's proposed system.
- C.4.2.2.2.6 The proposed system will support the use of synonyms and aliases (for data elements, screen labels, report/query column titles, file/table names, etc.) to allow the bureaus to tailor screens and documentation to bureau-specific naming conventions, without requiring customization of the applications code or documentation.
- C.4.2.2.2.7 The proposed system will support Query-by-Example (QBE), Query-by-Form (QBF), and Graphical User Interface point-and-click methods of specifying ad hoc queries.
- C.4.2.2.2.8 The proposed system will support SQL-based and table-driven ad hoc query capabilities.
- C.4.2.2.2.9 The ad hoc query capability will be available under MS Windows and will support both off line entry (OLE) and direct data entry (DDE). The release numbers for OLE and DDE are the latest production release number as of the date the solicitation is issued.
- C.4.2.2.2.10 The proposed system will provide an integrated, table-driven report writer for end users that gives them the capability to:
- (1) Create and generate reports.
 - (2) Save report specifications.

C.4.2.2.3 System Security

- C.4.2.2.3.1 Access security for the proposed system will be provided at the screen, record, and field level for all information in the data base.
- C.4.2.2.3.2 Only each bureau's System Administrator will have the ability to modify bureau-related system tables.
- C.4.2.2.3.3 Users of the proposed system will be able to delegate their authorities subject only to security and access controls.
- C.4.2.2.3.4 The proposed system will restrict access (input or query) down to the data element level for each user-ID. All unauthorized log in attempts, and all unauthorized access attempts, will be written to a log file with the date and time, terminal ID, User ID, table(s) and

function(s) ID recorded. This information should be accessible via query and report.

- C.4.2.2.3.5 The proposed system will generate and maintain audit trails recording all changes and all accesses to the database, including the terminal from which the change/access was made, the date and time of the change/access, and the ID of the person making the change/access.
- C.4.2.2.3.6 If more than one bureau is supported by the proposed system on a single host, each system security requirement will be separately applicable to each bureau's data.
- C.4.2.2.3.7 Controls within the proposed system will have been designed to support operation in accordance with both OMB Circular A-123 ("Internal Control Systems") and OMB Circular A-130, Appendix III ("Security of Federal Automated Information Systems").
- C.4.2.2.3.8 System security facilities will provide the Bureau System Administrators full control over access by bureau users, including the ability to specify the type of access on the basis of requester's ID, password, terminal used, and function performed.
- C.4.2.2.3.9 The proposed system will operate under the contractor's or third party security packages installed on the bureau-level host systems.

C.4.2.2.4 Systems Operations

- C.4.2.2.4.1 The proposed system will allow any end-user operation to be performed either through a batch submission or through on-line, interactive submission.
- C.4.2.2.4.2 The proposed system will allow bureau management and staff to execute any module, query, or report--for which they have the proper security permissions--in an interactive mode from their desk top, with the results being returned either to their desk top system or to their local printer.
- C.4.2.2.4.3 The proposed system will provide for the automatic distribution of specified reports to the users' work stations and/or printers (local), and the users will also be provided the ability to disable the printing of specific reports at their location.
- C.4.2.2.4.4 The proposed system will allow default values for on-line activities to be set on a user basis such that, regardless of the physical device from which the user accesses the system, it will appear as the user's own work station (functionality should not be tied to hardware/device, the capability should be in the software vendor's package offering).

- C.4.2.2.4.5 The proposed system will provide a common automated interface to facilitate the exporting and importing of detailed transaction data into the applications and which, at a minimum, will:
- (1) Support bulk data entry, to and from other bureau systems, and
 - (2) Support the export of data to desk top systems via output files compatible at least with the latest releases for both DOS and Windows versions of the following applications: Lotus 123, EXCEL, Quattro Pro, Paradox, DBase III, and DBase IV.
- C.4.2.2.4.6 All application software that comprises the proposed system will provide full on-line, interactive capability at user work stations (i.e., PCs with MS-DOS, Windows ((latest version))etc.), dumb terminals (i.e., ASCII and VT100), or LAN attached 3270 compatible terminals and an Internet interface..
- C.4.2.2.4.7 The proposed system will provide automated work flow management by routing information to users, notifying users of pending actions, and managing suspense files to assure all actions are completed in a timely manner.
- C.4.2.2.4.8 The proposed system will allow the user to run reports and/or queries in an on-line, interactive mode that spans fiscal years; the only system limitation will be that the data for each of the required fiscal years be on-line at the time that the query or report is requested.
- C.4.2.2.4.9 The proposed system will allow on-line, interactive queries or reports to be generated using multiple "key fields" and will also allow the "joining" of data from multiple tables or files.
- C.4.2.2.4.10 The proposed system will provide for direct database look-ups for complex ad hoc queries.
- C.4.2.2.4.11 The proposed system will maintain and report a history of all changes to each table, and of all transactions, sufficient to allow the roll-back of the system to any point in time, the recovery of any transactions and the subsequent roll-forward of the system; and the proposed system will provide a roll-back/roll-forward capability on a table by table, or file by file, basis and any tables or files not directly impacted by the roll-back/roll-forward operation will remain available to the users throughout the recovery operation.
- C.4.2.2.4.12 The contractor will provide in-depth end-user and systems operations training to key DOC staff, and will grant DOC the right to copy and use all provided training materials to allow DOC the option of using third-party supplied training or in-house training.

- C.4.2.2.4.13 The proposed system will include on-line tutorials and documentation, as well as a context-sensitive help function which allows users to readily determine the legal actions that can be performed from any point in the program and which explains the cause and possible resolution for any error messages obtained.
- C.4.2.2.4.14 The proposed system will provide the capability to utilize/interface with the following technologies:
- (1) Electronic Data Interchange (EDI).
 - (2) Electronic Signature.
 - (3) Imaging and storage of source documents.
- C.4.2.2.4.15 The proposed system will provide the capability to support the Government-wide mandate for Electronic Commerce/EDI.

C.4.2.2.5 System Operating Characteristics

- C.4.2.2.5.1 The proposed system will have the following design/operating characteristics:
- (1) Client/Server operations
 - (2) Decentralized operations within a given bureau
 - (3) Graphical User Interfaces (GUI)
 - (4) SQL and forms-based queries
 - (5) TCP/IP and (eventually) GOSIP-based communications
 - (6) Novell "Netware"
 - (7) Banyan "Vines"
 - (8) On-line, interactive ad hoc query and reporting
 - (9) On-line queries involving multiple table joins.
- C.4.2.2.5.2 The proposed system will support processing for multiple bureaus on a single host using a single set of system software; allow each individual bureau to configure the system, through the database, as if it were maintaining its own bureau system (i.e., on its own local host); and, segregate the data so that only authorized bureau personnel have access (create, update, read, or query).
- C.4.2.2.5.3 The proposed system may initially operate in a client/server mode, on each specified bureau hardware/operating system configuration, which allows all forms fill-in, forms-related processing and non-database validity checks to be performed on desk-top systems or on LAN servers --other than the database server. Client machines are desk-top computers. Ultimately the system will be fully internet based accessible using a standard internet browser.
- C.4.2.2.5.4 The proposed system will be on-line-accessible and highly interactive.
- C.4.2.2.5.5 The proposed system will be an integrated, modular system which is easily operated and managed with minimal manual intervention.

- C.4.2.2.5.6 The proposed system will be able to interface readily with other bureau systems -- i.e., by accepting/exporting properly formatted, ASCII data.
- C.4.2.2.5.7 The proposed system will be supported by: (1) a comprehensive glossary of data fields used within the system, (2) a comprehensive, current technical user guide(s), and (3) an equally comprehensive, current functional guide(s).

C.4.2.2.6. Management Applications

In the area of general management applications, the proposed system will meet the following requirements:

- C.4.2.2.6.1 Support data gathering and reporting, and automated internal DOC reporting, at the point of origin.
- C.4.2.2.6.2 Provide automated management to support distribution of the database and decentralized processing at multiple locations within a single bureau.
- C.4.2.2.6.3 Provide an ad hoc query capability which allows downloading of results to a desk-top computer.

C.4.2.2.7. User Orientation

To foster user acceptance Department-wide, the proposed system will:

- C.4.2.2.7.1 Provide users with an integrated menu-driven approach to system access and query activities.
- C.4.2.2.7.2 Provide users with query capability which uses English language commands to structure queries.
- C.4.2.2.7.3 Feature at least both expert and novice modes of system operations.

C.4.2.2.8. Data Handling Requirements

The proposed system will have the following general data handling characteristics and capabilities:

- C.4.2.2.8.1 Use a standard set of data elements in a common data dictionary, along with the use of common terminology for all system components.
- C.4.2.2.8.2 Minimize redundant data entry.
- C.4.2.2.8.3 Accommodate manual entry and batch processing of data using identical validation rules.

- C.4.2.2.8.4 Support the downloading and uploading of authorized data between central database(s) and PCs.
- C.4.2.2.8.5 Support fully automated interfaces to existing systems, to permit functional integration.

C.5 TRAINING

C.5.1 Training Plan and Schedule

Following contract award, the contractor will develop a "Training Plan and Schedule" for review and approval by DOC. All training will then be provided in accordance with this approved document. The contractor will provide the approved training at DOC locations, or at such other location(s) as mutually agreed upon.

C.5.2. Required Courses

The contractor will train DOC technical personnel (i.e., computer operations, systems programming and computer systems applications), financial management personnel and end users. The contractor will conduct the following courses:

C.5.2.1. Acceptance Testing

The purpose of this training is to provide the DOC Acceptance Test Team with an understanding of the concepts, operations and uses of both the computer and applications software sufficient to allow the team to conduct the acceptance test of the modified-COTS package.

This course will be comprehensive: it will consist of formal classroom instruction coupled with actual "hands-on" demonstrations.

C.5.2.2. Installation and Operation

C.5.2.2.1 The contractor will include in-depth software Installation Training, and Operations Training for any platform used by DOC on which software acquired from the contractor has been installed. This training will inculcate DOC personnel in the concepts, operations and uses of both the applications software and supporting system software--so they can maintain effective control over the operation of the package.

C.5.2.2.2 The contractor will also instruct DOC accountants, systems programmers, applications programmers and others in the design of the system, access methods and techniques to be employed to initialize, update, retrieve and back-up data files. The instruction will stress file security and recovery features in the software package/system environment.

C.5.2.3. Database Administration

The contractor will provide training to DOC personnel for database administration on all DOC platforms where DOC is operating software acquired from the contractor. This will include database maintenance, database tuning, database management concepts, database operations, and database design and operation concepts and issues. The training requirements under this section apply to all RDBMSs under which the contractor's system operates, where those RDBMSs are used by the DOC to operate the system.

C.5.2.3.1 Database Maintenance

The contractor will provide training on concepts and procedures involved with database maintenance. This will include database backups, archiving data, restoring tables, importing and exporting data, distributed operations over a local area network, and issues with client/ server operations. In addition, the contractor will include any other concepts, procedures, and policies that Department of Commerce database administrators must know (or should know) concerning database maintenance and the contractor's system, all other Required Supporting Software which may be accessing data (updating, reading, creating, deleting), changing the database structure, or monitoring database operations.

This will also include training on concepts and procedures for monitoring the "health" of the database, day to day maintenance procedures that should be carried out, and corrective actions for problems.

C.5.2.3.2 Database Tuning

The contractor will provide training on the concepts and procedures for tuning the database in order to maximize its operational efficiency and speed of operations. This will include database designs, access by programs and queries, batch operations, use of "data views", indexing, logical record blocks and all other elements important to the efficiency of database operations. The contractor will also include operating system considerations which impact the installation and/or operations of the database such as buffers, use of mass storage devices, allocation of file space, and LAN/other communications factors on the installation and operations of the database.

C.5.2.3.3 Database Management Concepts

The contractor will provide training on the concepts and policies affecting database management. This will include:

- Assigning passwords (who can do what in the database),
- Establishing security rights (who can see what data or update what data, what needs to be considered when establishing user ID structures),
- Third party software accessing the database (is security maintained, memory considerations, performance considerations),
- Testing programs (crashing the database, development environments),
- Managing program access to the database (batch/on-line access, use of roll/record locks),
- Who/how queries should access the database (numbers of records allowed in a query, selections using non-key fields, amount of resources used by query writers, who is allowed to create a query, who is allowed to run a query),
- Establishing new data elements (how to get a new data element added to the database - policy and procedure),
- Physical security (where back-up tapes are stored, control over the computer where the database is running), and,
- Any other aspects of database management important to the operations and maintenance of the system.

C.5.2.3.4 Database Operations

The contractor will provide training on database operations which develops the skills necessary to establish databases, add users, add/modify table structures, establish views, change access rights, and all other technical aspects concerning the day-to-day operations of the database.

C.5.2.3.5 Database Design and Operations Concepts and Issues

The contractor will provide advanced training on database concepts and issues affecting the design and operations of the database. This will include relational database design concepts, performance considerations in the design of databases, considerations for operations in a LAN environment, platform-specific considerations, survey and explanation of available tools for designing and managing databases, and any other topics important to the operations of the system not covered in the other database courses.

This will also include options for "skills" training on products supplied by the contractor that support the database or system design and development processes (such as CASE Tools and code generators).

C.5.2.4. Implementation

The contractor will provide Implementation Training for key DOC personnel, to include in-depth training in system operation, software maintenance, administrative and financial operations, and management reporting as these activities pertain to the contractor's package within DOC; significant attention will be given to functions and operations, sort/merge capabilities, file management, transaction processing software, data security and data retrieval. This training will cover the following topics:

C.5.2.4.1. Core Functional Operations

The contractor will provide Core Functional Operations Training to key DOC and bureau personnel which equips them with an understanding of the concepts, operation and uses of the supporting computer software, as well as the applications software necessary to perform all system functions--i.e., data entry/correction, updating, and both on-line and batch report generation; the training will also enable this group to develop, program and implement any DOC-unique reports and interfaces.

C.5.2.4.2 Optional-Functions Operations

The contractor will provide Optional-Functions Training to DOC-IC staff (system programmers/analysts) which develops an understanding of the concepts, operation and uses of both the supporting computer software and the optional applications software necessary to perform all optional system functions; this training will also enable this group to develop, program and implement any DOC-unique reports and interfaces relating to the optional functions.

C.5.2.4.3 System Design and Operations

The contractor will provide System Design and Operations Training to DOC Information Resources Management staff. This training will describe and explain the design of the system's database, the design and function of all programs (including any third-generation language programs required for the system's operation), and the design and operation of system security functions (both user access security, and system back-up and recovery operations) built into the software. This training will also include an explanation and policy recommendations for system operations (e.g., loading software, required batch runs, system back-up, monitoring system performance, managing operating system environment factors, etc.)

C.5.3 Method of Training, Evaluation, Curriculum, and Locations

Training will be presented either by contractor instructors through the lecture or workshop method, or by DOC-IC and contractor personnel using a "train the trainers" approach. Training may also include supplemental "computer based" or "workbook based" self-study courses and materials. DOC and the contractor will maintain an ongoing evaluation of the effectiveness of the training, and the contractor will make approved modifications in a timely manner.

Training will be conducted in the DOC-IC, at DOC bureaus in the Washington, D.C. metropolitan area, or at a mutually-agreed-upon location. If DOC elects to provide training through the use of its own or other third-party contractor employees, the contractor will provide the training-of-the-trainers in accordance with its corresponding proposal in Section B "Supplies and Services Pricing

Schedule"; the contractor will also propose refresher training for these individuals, prior to the deployment of the software package at a Commerce bureau.

The contractor's planned training approach must cover the subject areas specified in this Section. However, the contractor may use several courses if appropriate to cover all of the subject matter in a given area and may propose existing courses that are broader than the required subject areas as long as all of the required subject areas are addressed.

C.5.4. Materials

The contractor will provide reproducible copies of all hard copy training materials, as well as copies of all machine-readable training documentation and related training materials; the contractor will also provide DOC with licenses and permission to copy the documentation in sufficient quantities to allow DOC personnel or third-party contractors to perform the required training.

C.6 SYSTEM MAINTENANCE SUPPORT

The contractor will provide, after the expiration of the initial warranty, full maintenance and support services for all software acquired and installed under the resulting contract (including both the implemented, modified COTS package and all Required Supporting Software). This maintenance and support will be for the full system life, and will be available for all installed DOC platforms.

C.6.1 Software Maintenance

Software maintenance support will include:

- C.6.1.1 Software patches and problem fixes for both the implemented, modified COTS package and all Required Supporting Software (*and documentation*).
- C.6.1.2 The contractor will provide all upgrades (at no additional charge to DOC beyond the agreed-to maintenance charges), including the latest commercially available release/version of the vendor's software, for all platforms that DOC has acquired a version of the vendor's software.
- C.6.1.3 The contractor, at no additional charge to DOC, will include in the general release of all future versions of its package any changes to the package (acquired by the Department of Commerce through this solicitation) made and demonstrated by the contractor as part of the original contract design. (Inclusion of changes to later versions of the software may be waived by the Contracting Officer, based on the determination that the capability provided is no longer required by DOC.)
- C.6.1.4 No later than three (3) months after the contractor's latest general software release/version, the contractor will make available (at no additional charge to the Department of Commerce - beyond the agreed-to maintenance charges) a version of that release that incorporates all changes and modifications made by the contractor to meet DOC requirements under this contract.
- C.6.1.5 Detailed problem/maintenance escalation procedures must be identified and maintained. The escalation procedures must include specific points of contacts, their phone number, response times, problem resolution procedures, and how maintenance

credits/rebates will be provided to the Government should the contractor not comply or meet its stated maintenance policy.

- C.6.1.6 The contractor will provide a monthly written summary of all reported technical problems and their resolution, by DOC implementation site, to the technical point of contact at the DOC Implementation Center.

C.6.2 System Support Services

C.6.2.1 "Hotline Support"

System Support Services and Software Maintenance will include telephone "hotline" support for all software products supplied to the Department of Commerce under this solicitation.

- Calls must be answered by a person, or a call back made within 60 minutes from the time the initial call was placed.
- Calls placed to the "hotline" should be responded to, by a qualified technical support person, no later than 4 hours after the initial call was placed.
- Resolution of calls must occur within 3 business days from when the initial call was placed.
- Hotline support will be available during normal business hours (8:00 A.M. through 7:00 P.M. Eastern Standard Time; Monday through Friday except Government holidays).
- The "Hotline" must be aware of the exact implementation at each DOC installation site, and maintain records of previous support calls for at least 2 years.

C.6.2.2 "Extended Hotline Support" (Optional)

Telephone "Hotlines" which are available 24 hours-a-day and up to seven-days-a-week.

C.6.3 Adaptation of Commercial Software

The contractor will implement modifications to all versions and releases of the software package acquired by the Department, such that DOC can assume full responsibility for future maintenance. In lieu of adapting its commercial package, the contractor will provide, or at a minimum specify, the DOC-specific changes that are required to operate the package--through interface or bridge software--and that can be maintained separately from the commercial package. The contractor will certify, in writing, that such interfaces or bridge software are not in the public domain, nor have they been previously developed and paid for by any other Government agency.

C.7 TECHNICAL SERVICES

C.7.1 Implementation Planning

The contractor will provide critical technical support to DOC in developing and executing bureau-specific plans for implementing the contractor's system Department-wide.

Such support will include (1) the analysis of a bureau's existing systems, operations, work flows and technology base, and (2) the application of the results of such analyses, combined with its unique knowledge of the package, to develop a definitive bureau-level implementation plan.

C.7.2 This section intentionally left blank.

C.7.3 Analysis and Programming of Data Conversion

The contractor will provide support to assist the DOC in analyzing data conversion requirements, identifying data to be converted, designing and developing automated conversion aids, developing and testing conversion audit processes (automated and/or manual) and developing and implementing bureau-specific conversion strategies, plans and schedules for the various system functions. The contractor's plans will include anticipated work hours and an estimate of the number of computer programs that may be required to complete conversion of existing master files, tables, historical data files, etc. DOC will require conversion of all historical and active data files for systems being replaced by the contractor's system.

C.7.4 Analysis and Programming of Enhancements and Modifications

- C.7.4.1 The contractor will provide analysis and programming support for system enhancements and modifications to its COTS package above and beyond those necessary for the "Required Fixed-Price Modifications" (See Section C.1.1.2).
- C.7.4.2 The contractor will provide required levels of support to design, develop, program and implement system enhancements and modifications.

C.7.5 System Tuning

The contractor will provide bureau-specific support in the following critical technical areas:

- (1) Systems configuration (operating system buffers, job control language, disk files, etc.).
- (2) Platform-specific database tuning.
- (3) Cost-effective ways to optimize the functional and technical performance of the system.

C.7.6 Systems Integration

In the future, the contractor may be tasked to develop and execute plans for integrating the RPS into the CFS--so as to enable DOC to achieve its "Guiding Vision and Concept of Operation for Financial Management." This will include the modification and revised documentation of the RPS so as to take full advantage of the results of systems integration. The contractor should keep this possibility in mind when responding to the requirement for a RPS.

C.8 SOFTWARE WARRANTIES

The warranty requirements for the contractor's system and any support software are specified in Section H.10, "Warranties."

C.9 KEY PERSONNEL

The contractor will assign staff to the contract from the labor categories defined below. The contractor's project team will include a Project Manager and an alternate, each having substantial experience in Federal financial systems and in providing related technical assistance. These individuals will be classified as "key personnel" (see Section H.5, "Key Personnel Requirements").

C.9.1 Minimum Qualifications for Contractor Personnel

The personnel proposed to provide support under the initial award, or any subsequent delivery order, will have, as a team, the following minimum qualifications:

- o Functional experience in federal real property management for the following areas:
 - Inventory.
 - Lease management
 - Facilities management
 - Financial reporting
- o Experience in developing and executing system conversion plans, including converting data.
- o Technical experience in a RDBMS environment.
- o Technical experience with LAN and WAN architectures.
- o Technical experience with GUI and Internet communications
- o Technical experience in installation and tuning of an RDBMS on DEC and IBM computer platforms.
- o Experience in providing training and user-procedures support for a large-scale Federal financial management system.

C.9.2 Team Members

The contractor's project team will consist of the following:

C.9.2.1 Project Executive

This individual will possess the following minimum qualifications:

- o Substantial project management experience in a Federal Government real property management systems environment.

- o Experience in interviewing Federal financial management professionals and para-professionals, as well as Federal program and administrative managers and staff, to identify financial management system functional requirements.
- o Recent experience in real property management systems design and development projects.

C.9.2.2 Project Manager

This individual will possess the following minimum qualifications:

- o Comprehensive knowledge of the design, architecture and internal working of the contractor's proposed software package.
- o Senior project management experience in all phases of the system development life cycle and, specifically, in implementing the contractor's proposed package in a major Federal Government and/or quasi-Government financial management environment.
- o Experience in interviewing senior Federal financial management and professionals, as well as Federal program and administrative managers and staff, to identify financial management system functional requirements.
- o Recent experience in leading successful real property systems design and development projects.

C.9.2.3 Senior Technical Specialist/DBMS

This individual will possess the following minimum qualifications:

- o Bachelor's Degree in Computer Science or a closely related technical field.
- o Comprehensive technical knowledge of the contractor's proposed system which includes experience in the development and/or support of the software.
- o More than three (3) years of experience in designing/developing real property systems using 4GL.
- o Recent experience in implementing complex applications software in a RDBMS technical environment.

C.9.2.4 Technical Specialist/Programmer

This individual will possess the following minimum qualifications:

- o Bachelor's Degree in Computer Science or a closely related technical field.
- o More than three (3) years of experience in real property management systems design and development projects.
- o Recent experience in developing software in a 4GL/RDBMS technical environment.

C.9.2.5 Consultant/Training Specialist

This individual will possess the following minimum qualifications:

- o Bachelor's Degree in Communications, Business/Accounting, Education or a training-related discipline.
- o Five (5) years experience with training users in the operation of complex, interactive applications.
- o Three (3) years of lead experience in developing system conversion plans, user documentation and training aids.
- o More than two (2) years of consulting experience as a team member of a real property management system improvement project.
- o Experience in providing training in the contractor's package.

[END OF REQUIREMENTS]